### SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

# 2010 Annual Emissions Reporting Program

Workshop

#### Agenda

- Program Overview
- What's New This Year
- On-Line Emission Report
   Preparation Overview
- Frequently Asked Questions

### Agenda (cont.)

- On-Line Emission Reporting System Key Benefits & Demonstration
- Questions & Answers
- Hands On Training

### **Program Overview**

## Annual Emissions Reporting AQMD Rule 301(e)

- Report annual emissions from permitted and nonpermitted equipment / processes
- Pay emission fees for total emissions that exceeded the thresholds for:
  - Criteria Pollutants
  - 24 Toxic Air Contaminants and Ozone Depleting Compounds (TACs and ODCs)

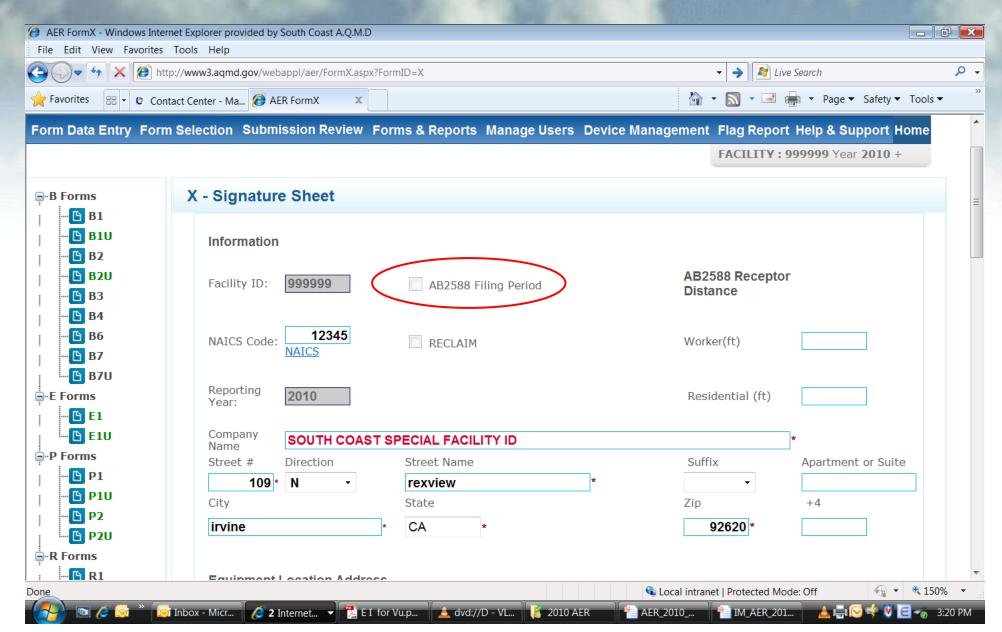
#### **AB-2588 Facilities**

#### **Annual Emissions Reporting**

- Criteria pollutants, 24 toxics and ODCs
- Annual reporting
- Fees based on annual emissions

#### **AB2588 Program**

- Public right-to-know program
- Approximately 177 toxics
- Once Every 4-year reporting
- Fees based on risks



#### Fee Exemption for TACs/ODCs

- Small dry cleaners
  - < 2 tons/year of Perchloroethylene</p>



- Other <u>small</u> facilities
  - < 2 tons/year (Formaldehyde, Perchloroethylene or Methylene Chloride)</p>
  - Need to file exemption

Definition of Small Business: 10 or less employees and \$500,000 or less in annual gross receipts)

## What are the Annual Emissions Reports Used For?

- Criteria and toxics emissions inventory
- AQMP and rule development
- Compliance verification
- Title V and RECLAIM Programs
- Revenue projection

#### Who Should File The Report?

- If your facility received a CY2010 Annual Emission Reporting letter
- If your facility is identified as:
  - Phase 3 AB2588 facility
- If your facility emitted:
  - $\ge 4$  tons/year of VOC, SPOG, NOx, SOx, or PM, or
  - ≥ 100 tons/year of CO, or
  - In excess of the annual thresholds for 24 TACs

#### When Is The Due Date?

- Submittal Due date is March 1, 2011
- Data must be electronically submitted on or before due date
- Official Reports with signature must be
  - ✓ Postmarked by March 1, 2011 OR
  - ✓ Date stamped by the District as Received by 5:00 PM on March 1, 2011
- Reports with fees submitted after March 1,
   2011 will incur late payment surcharge

### Where Should I Submit My Report?

#### Mail - Use pre-printed return envelope and include:

- Forms S, TACS, X with signature, and A (if applicable)
- On-Line Submittal Confirmation
- Check payable to SCAQMD for all fees due (if applicable)
- Mail it to



SCAQMD 2010 Annual Emissions Report File No. 54493 Los Angeles, CA 90074-4493

### Where Should I Submit My Report? (cont.)

Drop-Off – Messenger or Courier Service



SCAQMD
2010 Annual Emissions Report
Attn: Finance Cashier
21865 Copley Drive
Diamond Bar, CA 91765-4178

### What's New This Year?

#### What's New This Year?

- Emission Fee Rates in Rule 301(e)
- Emission Fee Rebate
- Simplified Equipment and Fuel Codes for Combustion Forms: B1/B1U, B2/B2U, E1/E1U, & R2
- New activity codes for Form B4:
  - Coke Drum Vent
  - Fumigations

- Updated Guidelines for PM Emission Factors for Process/Equipment at Asphalt, Cement, Concrete, and Aggregate Plants
- New Guidelines for Reporting Emission Credits from Recycled Wastes
- Instructions on Using EPA Tanks Program Including Partially Used Tanks

- New Guidelines for Manually Reporting Tank Emissions Including Examples
- New Instructions on Printing Reports
- Web Program Enhancements (i.e., Printing, Forms Lay out, Year to Year Partial Import, Additional QA/QC, etc)
- Refer to AER Web-Site at <a href="http://www.aqmd.gov/aer/aer.html">http://www.aqmd.gov/aer/aer.html</a>
   for more details

- Few Reminders
  - Emission Data Must Be Received
     Electronically (Press the submit Button)
  - Signed Form X & Confirmation Must Be Mailed In

- Reminder for TACs/ODCs Reporting Requirements:
  - Must be reported from all equipment and processes (e.g., combustion, material usage/handling/processing, fugitives)
  - Must be linked to criteria pollutants for the same emission source (by form/row number)

# Reporting Process Overview

### Reporting Process

- Read the instructions
  - AER Web-Site at <a href="http://www.aqmd.gov/aer/aer.html">http://www.aqmd.gov/aer/aer.html</a>
- Collect fuel, material usage, and throughput records
- Identify appropriate emission factors for your sources
- Complete applicable forms based on facility-specific data

### Reporting Process (cont.)

- Review input data and calculations
- Submit report and fees
- Keep copies of the completed submittal and supporting documentation for your records





# Frequently Asked Questions



### What Emissions Should I Report?

- Report All Emissions from Stationary/Portable Sources
  - Permitted Equipment and Processes
  - –Non-Permitted Equipment and Processes

### What Emissions Should I Report? (cont.)

#### Do Not Report:

- On-Road and Off-Road Motor Vehicles (e.g., cars, trucks, fork lifts, construction equipment)
- State-Registered Portable Equipment
- Architectural Coatings (R1113: buildings, pavement, curb if used in manufacturing not exempt-have to be reported)
- Utility Equipment (e.g., lawn mowers)
- Clean Air Solvents
- Non-combustion charbroilers and deep fat fryers operated by restaurants and eatery establishments directly servicing consumers
- <u>Do Not</u> Report as VOC: Exempt Materials per Rule 102 (e.g., acetone, ethane)

#### What Forms Do I Use?

- Select the forms that apply to your facility's Operations
  - B1, B1U Boilers, Ovens, Dryers, Heaters,
     Furnaces, Afterburners
  - B2, B2U Internal Combustion Engines, Turbines
  - B3, B3U Use of Organic Materials
  - W, WU Credit for Waste Organic Materials
  - B4, B4U Miscellaneous Sources

### What Forms Do I Use? (cont.)

- B6, B7, B7U Above-Ground Tanks
- B8, B8U Bulk Loading
- CR RECLAIM,
- E1, E1U Power Generating Facilities (utilities only)
- P1, P1U, P2, P2U Oil/Gas Production and Chemical Plants
- R2-R7 Refineries
- T1 Terminals/Depots

#### What Should I Submit?

- Form S, TACS, X with signature, and Form A (if applicable)
- On-Line Submittal Confirmation
- Check payable to SCAQMD for all fees due (if applicable)

## What Supporting Documentation Do I Keep?

- References for source specific (non-default) EF:
  - CEMS Summary Data
  - Approved Source Test
  - Material Safety Data Sheet (MSDS)
  - Documentation for TAC emission factors
  - Waste Manifests and Analysis Reports
  - Other References (e.g, EPA AP-42)
- Control efficiency documentation (e.g. Source test)
- Other documentation (Refer to Help & Support Section)

## How Long Should I Keep My Records?

- Minimum of 5 Years
- Maintain copies of:
  - Completed report
  - Fuel/material use records
  - Throughput records
  - Source Test / Lab Analysis Reports
  - Other supporting documentation



### What Program Support Options Are Available?

- All instructions available On-Line
- District Web Site for Program Materials <a href="http://www.aqmd.gov/aer/aer.html">http://www.aqmd.gov/aer/aer.html</a>
- Link for Help & Support

http://www.aqmd.gov/webappl/help/aer/



## What Program Support Options Are Available?

(cont.)

- E-Mail Addresses:
  - For LOG-IN Problems: aer\_IM@aqmd.gov
  - For Technical Questions: aer@aqmd.gov
- Help & Appointment Hotline (909) 396-3660
- One-on-One Consultation (by appointment)





# Reporting Key Benefits & Online Demo



# Key Benefits of On-Line Reporting

- Combines reporting for AER and AB2588
- No software to download internet based



### Key Benefits (Cont.)

- Multi-user access to latest data no data files to merge or update
- Automatic form selection based on facility type – can override
- Continue data entry where you left off data stored in a secure database
- Data automatically transferred to related forms

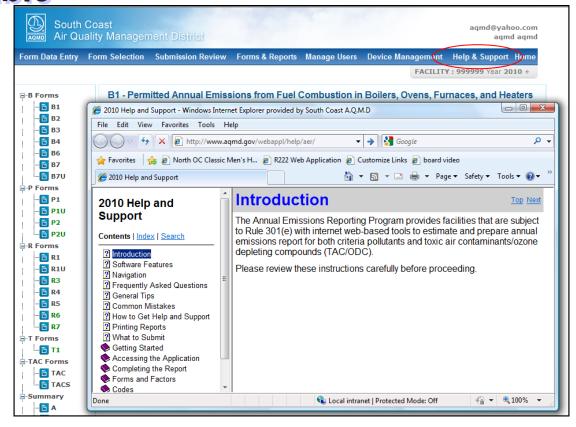


### Key Benefits (Cont.)

- Secure access only approved users access facility data or submit report
- Ability to manage user access
- Ease of navigation; displays form status
- Built-in default emission factors

# Key Benefits (Cont.)

On-line HELP & SUPPORT – hyperlinked, indexed and searchable

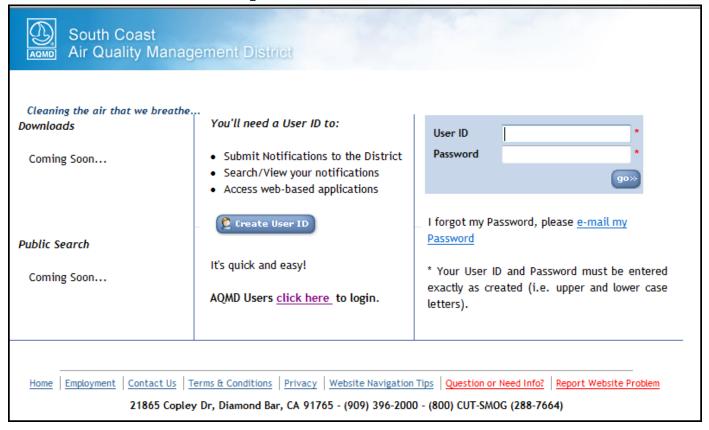


# Key Benefits (Cont.)

- Changes for 2010:
  - Additional data checks & validations
  - Improved "Forms & Reports" module
  - Rebate automatically applied on Form S
  - Import from previous year usage & emission factors set to "0"
  - Fixes to EPA-Tank4 import

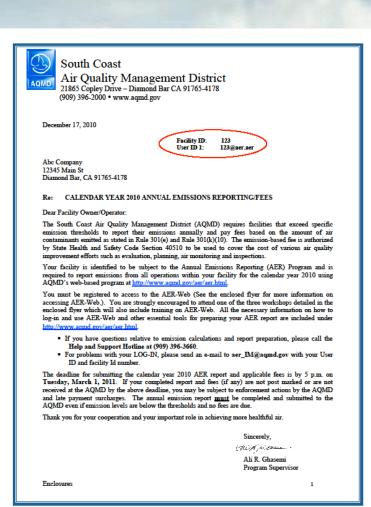
## Link: www3.aqmd.gov/webappl/wc/security/login.aspx

Enter User ID/password or create new ID



#### Users with existing User ID

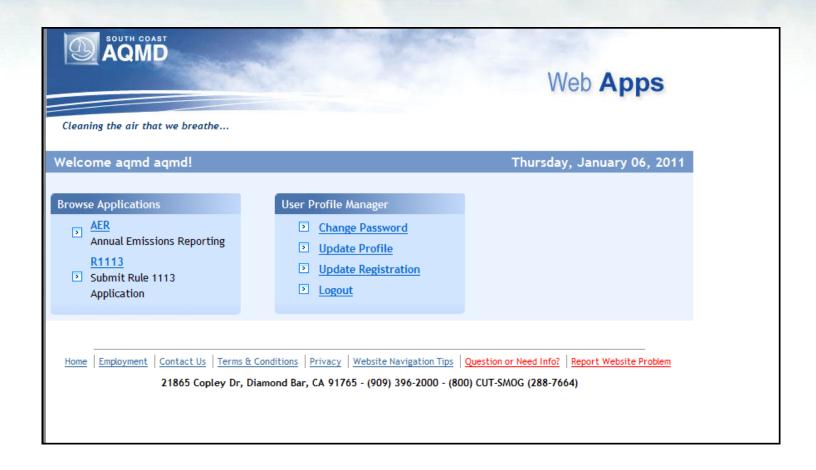
#### ⇒check letter



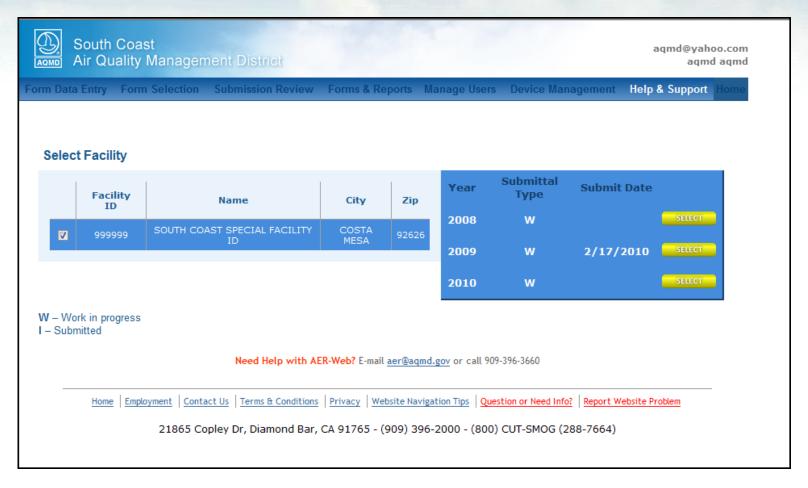
- New users/facilities
  - ⇒create new User ID
  - ⇒contact AER staff for approval to access facility data

Registration Form - Step 3 South Coast Air Quality Management District (All field names marked with (\*) are compulsory. Email id is the login id for the AQMD applications.) Email Id Cleaning the air that we breathe... Confirm Email Id South Coast \* Middle Initials Last Name First Name User Registration - Step 1 Air Quality Management District Work Address Suffix Street Number Direction Street Name \* ---Select---Appt/Unit Cross Street Select the application(s) that you wish to register and pro Cleaning the air that we breathe... CA User Registration - Step 2 Application Description **Work Phone** Ext CPP CPP CPP Facility Displ R1113 Submit Rule 1113 Select your application specific role and proceed to the next step. Security Question AER Annual Emissions Security Answer **Applicable Roles** Facility Id(s) AER Facility Administrator - can enter & submit AER Facility User - can enter AER & GHG forms Please enter the name as displayed in the image. Note: Based on the Roles selected, you may get more than one application 5YGAIO Image Text

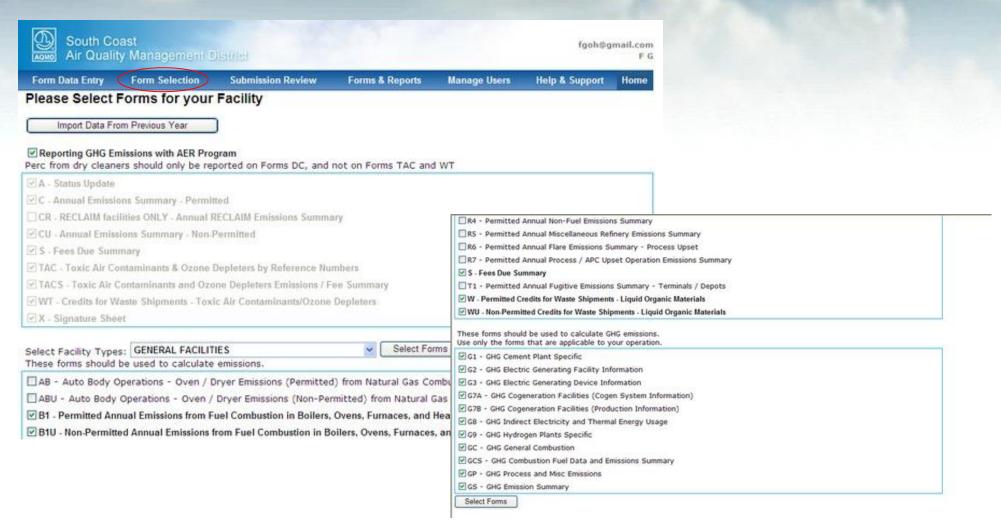
### Access & manage Your AQMD User ID



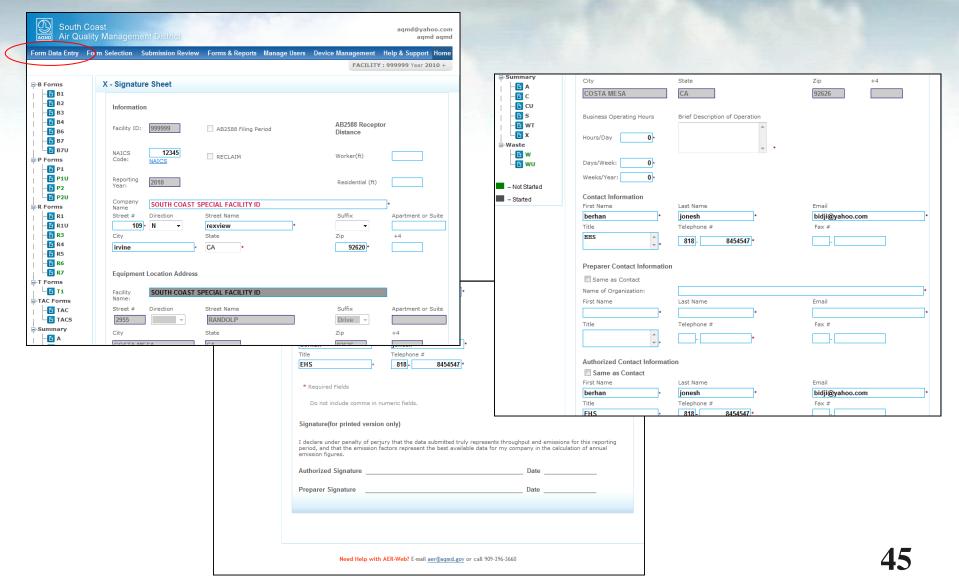
## Select your AER facility

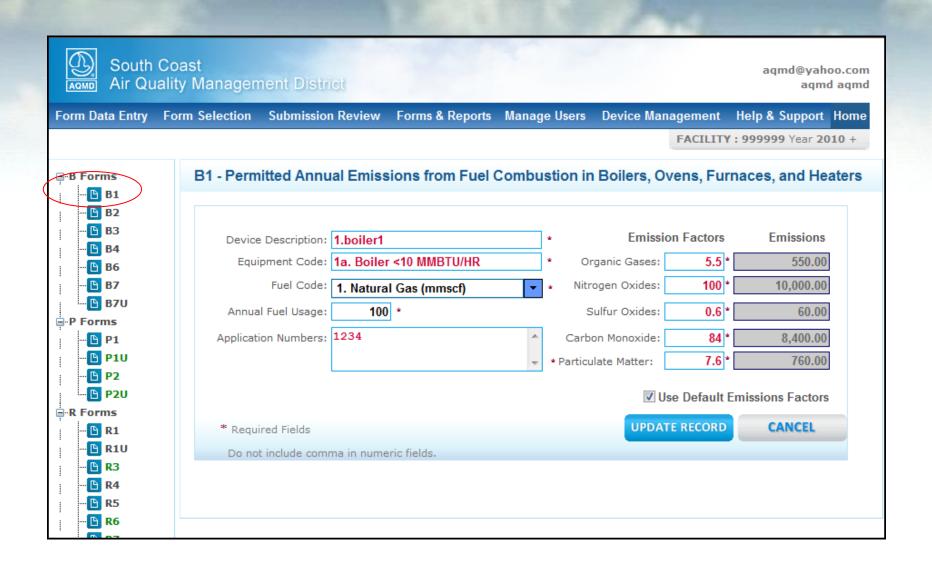


### Select your facility type/forms

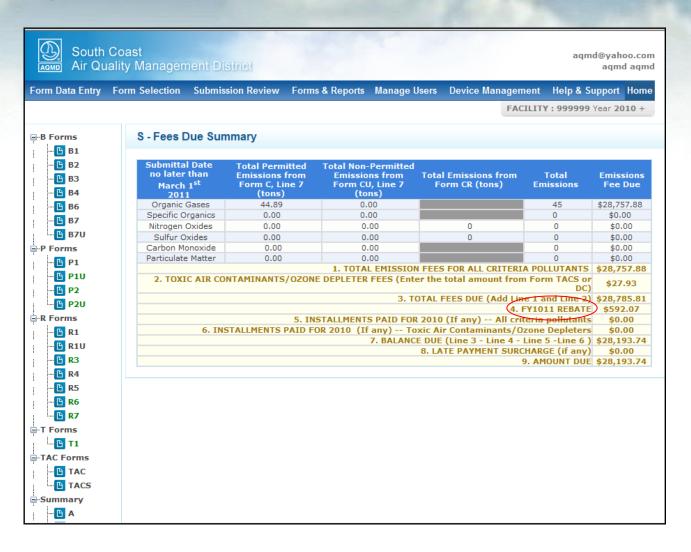


# Reporting/Data entry

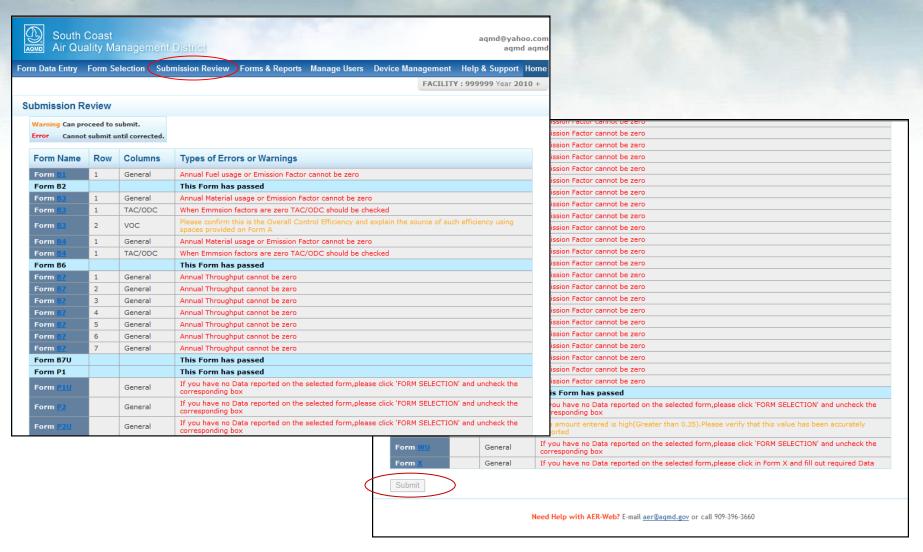




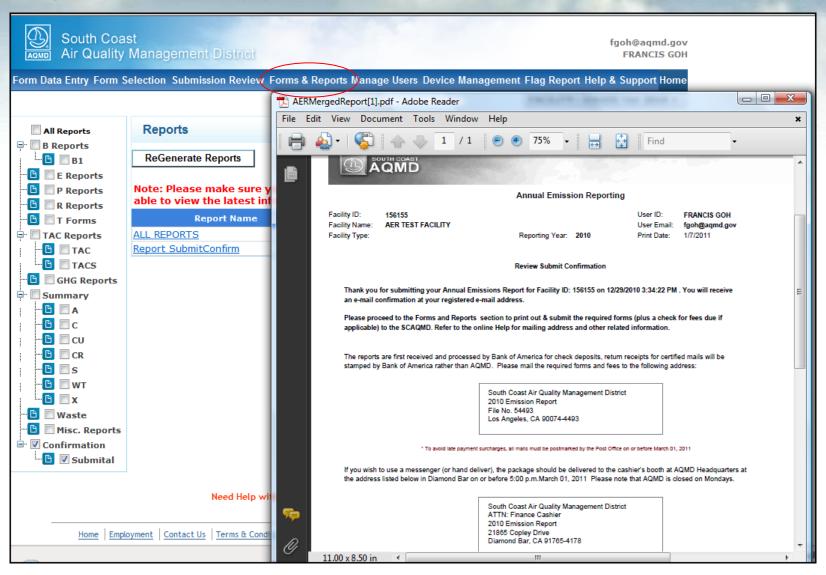
#### Form S Rebate



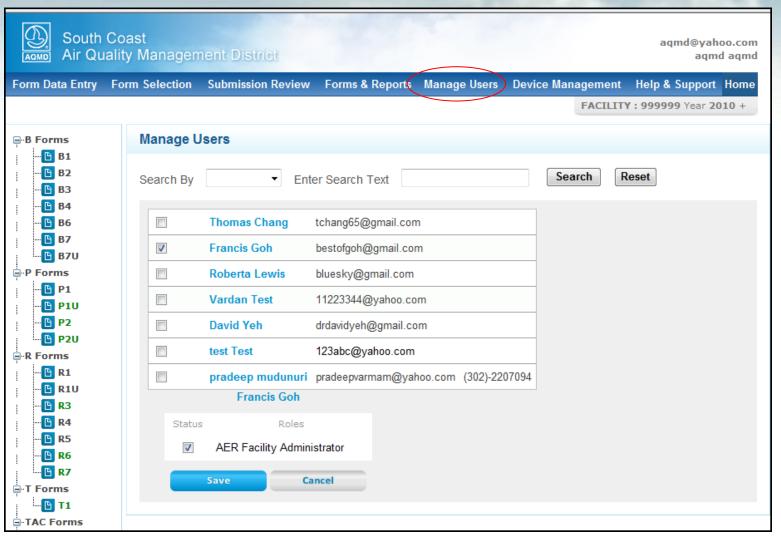
#### Submission checks



#### Submittal confirmation



#### Manage your users access



# Questions & Answers Hands On Training